

Job Vacancy – Butler

Open To: All Candidates

Position: Butler

Opening Date: May 8, 2009

Closing Date: May 22, 2009 (Close of Business)

Starting Salary: C\$45,000 – 50,000 depending on qualifications

The U.S. Embassy in Ottawa is seeking a Butler to work in the official Residence of the U.S. Ambassador. The estimated start date is July 1, 2009.

Duties:

The incumbent is responsible for providing the full ranges of professional-level butler services at the official Residence occupied by the U.S. Ambassador. The Butler is employed directly by the Ambassador but will report to the Residence Manager for daily instructions. Makes daily check of the Residence and reports any mechanical problems to the Embassy's General Services Office. Cleans fireplaces and replaces firewood, polishes brass and silver, waters house plants, replaces light bulbs, and assists with other cleaning tasks. Assists with the set up for official functions, including furniture placement and decorations. Serves meals for the family and for guests during official functions as required. Assists with the upkeep of the Ambassador's wardrobe. Greets guests arriving at the Residence, taking their coats and luggage. Puts household trash outside for removal. The incumbent must be physically fit for this position to be able to handle heavy-lifting and furniture placement duties.

Backs up the office manager in preparing vouchers, monitoring time and attendance, preparing work orders and maintaining office equipment when the office manager is not present. Performs the duties of the Residence Manager in his/her absence. Supports other household staff when required.

Work Hours:

44 hours per week. Must have flexibility as far as work schedule which will vary depending upon what official and private functions are scheduled.

Qualifications:

At least five years experience in hospitality services with the diplomatic corps or with senior level dignitaries is required. Must have fluent English and some knowledge of French. Service expertise in various styles, such as English, French and Buffet is required. Must have excellent interpersonal and verbal communication skills. Incumbent must be able to perform all duties in a courteous and conscientious manner, displaying a positive attitude at all times.

Other selection criteria:

Must be able to obtain security and medical clearances.

Must have legal residence status in Canada.

Application Procedures:

Applications in the form of a resume must be submitted by fax to the Human Resources Office at the U.S. Embassy by the deadline. At least three references must be included with the application. Applicants must address the qualifications required in this announcement in their applications. Send resumes by mail or fax to:

The Human Resources Office
U.S. Embassy
490 Sussex Dr.
Ottawa, ON
K1N1G8

Ph: (613) 688-5264

Fax: (613) 688-3055